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# MANAGEMENT COUNCIL NEWSLETTER

U. S. Department of Agriculture

A summary of significant events of  
interest to USDA management

6/19

Issue #63  
June 13, 1977

USDA PHYSICAL SECURITY PROGRAM....The present controlled access security program is being discontinued and a practical open door concept will become effective at the USDA Washington Complex on June 18. USDA employees and visitors entering and leaving the building between 7 a.m. and 6 p.m., Monday through Friday, may do so unchallenged, except during periods of prescribed emergency or for specific acts which might justify a challenge by authorized personnel. Entrance to the building at all other hours will require identification and sign-in, sign-out.

The following entrances will be open 7 a.m. to 6 p.m.:

- South Building-Independence Avenue, Wings 2, 4, 6; C Street Wings 1, 4, 6; 14th Street, handicapped entrances, courts 2, 5
- Administration Building-Patio entrances; east and west wings; handicapped entrance
- Auditors Building-14th Street; south entrance off parking lot
- West Auditors Building-Center
- Annex Building-12th Street; east side by loading dock.

(Contact: Edith McNeil, OI, ext. 76901)

PROGRAM POLICY GUIDANCE MEETINGS....The President has scheduled a series of meetings with Executive Agencies to discuss policy guidance letters for the preparation of the FY 1979 budget. USDA officials met with the President on June 3 to discuss major program thrusts for consideration in developing the FY 1979 budget. The Executive Office plans to distribute policy guidance letters by the end of June. (Contact: Bob Sherman, OBPE, ext. 76176)

ZERO-BASED BUDGETING....The Department's Budget and Program Policy Review Board met on June 1 and agreed on the decision units for related program objectives and program levels to be used in the development of the FY 1979 ZBB budget.

Departmental and OMB staffs are currently meeting to reach agreement on decision units to be included in the Department estimates for the submission of the FY 1979 ZBB budget. Agencies will be advised of the results of these meetings as soon as final determination is made regarding the decision units for submission to both the Department and OMB at the Agency estimate and Department estimate stages of the budget development for FY 1979. (Contact: Bob Sherman, OBPE, ext. 76176)

NEW ADMINISTRATOR FOR FARMERS HOME ADMINISTRATION....Gordon Cavanaugh, 49, was sworn in June 2 by Secretary Bergland as Administrator of FmHA. Mr. Cavanaugh is an attorney by profession, specializing in land development law. He has long been active in the field of housing assistance programs and rural community development.

FACILITIES FOR THE HANDICAPPED.....00 has been working with Pat Killen, Office of Personnel, to identify the specific needs of handicapped individuals at USDA and to come up with a program of suggested renovations. There were a number of problem areas in the complex discussed. Water fountains, public telephones, and fire alarm mechanisms are generally too high for people in wheelchairs. Restrooms are not easily accessible to individuals in wheelchairs. This is especially true in the South Building where there are no restrooms suitable for people in wheelchairs. General access to the South Building itself is limited.

00 is working with the Office of Personnel to come up with a specific action plan to solve these problems. Upon completion of the plan, it will be forwarded to GSA for necessary action. (Contact: Al Cauley, 00, ext. 72815)

VISITOR CENTER BEING RELOCATED.....To accommodate additional space needs for the Office of the Secretary, the Office of Communication's Information and Publications visitor center in Room 104-A has been relocated to Rooms 114-A and 100-W. A new, convenient and attractive visitor center is being planned. It will be placed in or near the Administration Building Patio area. (Contact: George Knapp, 00, ext. 73937)

REVIEW OF CORRESPONDENCE SYSTEM.....Betty Stiverson, Special Assistant to the Secretary, is reviewing the handling of controlled correspondence in the Office of the Secretary and USDA agencies, with particular emphasis on procedures and timing problems. The objective is to isolate critical problem areas and recommend system, procedure or resource allocation changes if necessary. (Contact: George Knapp, 00, ext. 73937)

EEO POSTER.....The Departmental EEO Committee has designed a new EEO poster, to be displayed on official bulletin boards, publicizing the names and titles of EEO officials and notifying employees of their right to file discrimination complaints. The poster will be printed by June 29, and will be distributed within agencies by the agency EEO Coordinators. The posters cost approximately 40 cents each. Only agencies whose costs are over \$200 will be billed. (Contact: Gloria F. Torres, OP, ext. 72973)

PROPOSED REVISION - FEDERAL MANAGEMENT CIRCULAR 74-7, ATTACHMENT 0.....A meeting was held in OMB on June 6 to review the proposed revision of Procurement Standards of Federal Management Circular 74-7, Uniform Administrative Requirements for Grants-in-aid to State and Local Governments. Public interest group representatives registered some strong objections to adoption of any changes at this time. They would prefer that the proposed Uniform Procurement Code for State and Local Governments, drafted by a committee of the American Bar Association, become the basis for procurements under Federal grants. They also objected to some of the specific recommendations for change in the current proposal. OMB agreed that they would not act to adopt the proposed change pending further review by public interest groups. (Contact: Don Manns, 00, ext. 77527)

NOCC COMPETITIVE PROCUREMENT.....GSA issued a Delegation of Procurement Authority (DPA) for competitively replacing the computers at the NOCC. (Contact: Ray Long, ADS, ext. 74789)

1977 SAVINGS BONDS CAMPAIGN.....The USDA Savings Bonds Campaign has been underway for 3 weeks and, as of June 3, the Department has achieved 68% participation. The campaign will end on July 1, and we still have a long way to go to reach our goal of 80%.

FmHA continues to lead USDA agencies with 89% participation. NFC has shown the greatest increase; from 68 to 85%.

The key to success in this Campaign is personal contact. Each employee should be approached and given the opportunity to participate in this campaign. The full support of management is necessary.

Individual agency progress is depicted in the following chart.

<u>Agency</u>	<u>Percent Participation</u>		<u>Agency</u>	<u>Percent Participation</u>	
	<u>Beginning</u>	<u>Current</u>		<u>Beginning</u>	<u>Current</u>
OALJ	41	41	FNS	71	74
AMS	75	76	FAS	54	56
ARS	62	62	FS	64	64
ASCS	67	69	OGC	54	55
APHIS	61	61	OGSM	68	71
OA	67	67	OI	53	55
ADS	57	58	OMF	65	65
COMM	45	52	NAL	61	63
CSRS	56	56	NFC	68	85
EMSC	61	65	OO	62	64
ERS	60	60	P&SA	75	75
OEO	50	51	OP	49	50
ES	58	58	RDS	53	63
FCS	81	81	REA	67	69
FmHA	88	89	SEC	54	63
FCIC	84	85	SCS	73	74
FGIS	33	39	SRS	69	71

(Contact: Frank Gearde, FNS, ext. 78974)

MINORITY BANK DEPOSIT PROGRAM.....The Special Programs Committee of the Interagency Council for Minority Business Enterprise selected as one of its objectives the Administration's minority bank deposit program for special attention in December 1976. Chairman J. P. Bolduc initiated a Federal agency-wide survey to identify funds having potential for deposit in support of the program. As a result of this effort, the Treasury Department's Banking Staff is expanding the survey. The focus of the second phase is to obtain more specific deposit information from each agency concerning the control, receipt and disbursement of program funds. Treasury has recently employed a consultant, Gordon Studebaker, who will concentrate on new approaches for increased bank deposits. He will utilize data from the second phase to identify potential new areas for the minority banker to pursue.

President Carter issued a memorandum on April 8 urging Agencies to make every possible effort to locate deposits which can be channeled into minority banks. Treasury has set a goal of \$100,000,000 for deposit in minority banks by the end of 1977. This goal has already been exceeded. (Contact: Paul J. McCloskey, OEO, ext. 77921)

NEW LISTING FOR THE OFFICE OF THE SECRETARY.....

Secretary - Bob Bergland	200A	73631
Executive Assistant - Lee Corcoran	200A	75538
Assistant - Tom Sand	200A	77231
Confidential Assistant - Weldon Barton	224E	76185
Confidential Assistant - Clifford Ouse	224E	76185
Deputy Secretary - John White	200A	76158
Director-Congressional & Public Affairs -		
James Webster	201E	77977
Assistant Secretary for Conservation, Research		
and Education - M. Rupert Cutler	212A	72796
Deputy Assistant Secretary - Jim Nielson	212A	77107
Assistant Secretary for International Affairs		
and Commodity Programs - Dale Hathaway	210A	73111
Deputy Assistant Secretary - Harry E. Wilhelm	210A	72593
Assistant Secretary for Marketing Services -		
Bob Meyer	207W	76215
Deputy Assistant Secretary - Jerry Hill	206W	73467
Assistant Secretary for Food and Consumer		
Services - Carol Foreman	201A	74623
Deputy Assistant Secretary - Syd Butler	222A	74691
Assistant Secretary for Rural Development -		
Alex Mercure	219A	74581
Deputy Assistant Secretary - Henrietta		
McArthur	219A	75277
Assistant Secretary for Administration -		
J. Paul Bolduc	212E	73291
Acting Deputy Assistant Secretary -		
J. Fred King	218E	77247
Director of Economics, Policy Analysis and		
Budget - Howard Hjort	214A	75681

QUOTES FROM THE CIVIL SERVICE JOURNAL.....

...Employee Organizations - The ratio of Federal employees represented by labor organizations to total Federal employment has decreased for the first time in the 14 years that such statistics have been kept. The decline is only from 59 percent in 1975 to 58 percent in 1976 and is consistent with the stable situation that has existed in the highly organized Federal work force.

...Ms as an Option - In response to widespread use of "Ms" by American women, the U.S. Civil Service Commission has said that it is revising all of its personnel forms to make "Ms" available for those who prefer it.

HOUSE HEARINGS ON OIG BILL.....On May 16, the House Subcommittee on Intergovernmental Relations and Human Resources held the the first hearings on bill H.R. 2819 to establish an Office of the Inspector General (OIG) in 11 Departments and Agencies. USDA was the first to testify. The chief witness was Deputy Secretary, John C. White, assisted by Leonard H. Greess, Office of Audit; John V. Graziano, Office of Investigation; and Harold M. Carter, Office of the General Counsel. The other affected Departments and Agencies will testify during the next four weeks. (Contact: Darrell Fleming, OA, ext. 75907)

HENRY W. MEETZE LEAVES ADS.....Hank Meetze, Director of the Office of Automated Data Systems has resigned effective July 1. He will be joining the American Association of Railroads as Vice President for Operations.